

CHAPTER-6

SELECTION PROCEDURE

6.1 Scheme of Examination

Scheme of Examination for the post of Social Security Assistant is as under :-

6.2 Phase I- Examination

Sr. No.	Name of the Test (Objective Tests)	No. of Qs.	Max. Marks	Duration
1	General Aptitude	30	120	2 Hours and 30 minutes (150 Minutes)
2	General Knowledge/ General Awareness	30	120	
3	Quantitative Ability	30	120	
4	General English with *Comprehension	50	200	
5.	Computer Literacy	10	40	
	Total	150	600	

NOTE

- Each question shall have 4 marks each.
- The marks obtained in Phase-I will be considered for final selection on merit.
- For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.
- *English comprehension shall be objective.
- Total marks 600.
- The candidates will be shortlisted for Phase-II in the ratio of **1:10** i.e. about 10 times the number of vacancies in each category on the basis of their performance in Phase-I.
- If the examination is held in more than one session, the scores across various sessions will be equated following standard practice to adjust for slight differences in difficulty level of different test batteries used across sessions.

6.3 Phase II-Computer Skill Test (Computer Data Entry Test)

Candidates will be required to appear for the Skill Test to assess speed and accuracy for Data Entry Work. A typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer. (35 words per minute and 30 words per minute correspond to

10500 Key Depression Per Hour (KDPH) / 9000 KDPH on an average of 5 key depressions for each word for Data Entry Work. Candidates short-listed for Skill Test will have to appear for a Skill Test.

NOTE:- Computer Skill Test will be qualifying in nature. Marks obtained will not be reckoned for merit ranking.

6.4 Qualifying Marks: - Qualifying Marks in Phase-I (Main Exam.) will be decided as per discretion of EPFO.

6.5 Process for Arriving at Scores- If the examination is held in more than one session, the process of moderation will follow to ensure fairness.

Note: - Cut-offs are applied in two stages: on scores in individual tests and on Total Score.

6.6 RESOLUTION OF TIE CASES

In cases where more than one candidate secures the equal aggregates marks in Phase-I, tie will be resolved by applying the following methods one after another:

- i) Date of Birth, with older candidates placed higher.
- ii) Alphabetical order in which names of the candidates appear.